

Janice and Mick attended mediation at Conflict Resolution Service on 16 February 2021. They have agreed that they would like to improve their working relationship, and both feel that the following agreements will help facilitate this:

1. Mick and Janice agree that they both want a pleasant work environment.
2. Janice and Mick agree that they will meet for coffee (9am) every second Wednesday to discuss ongoing work projects. They have agreed that Janice will send Mick a calendar invite to these catch ups by lunch time the Tuesday prior. If either Janice or Mick cannot attend a catch up, they have agreed that they will send the other an email as soon as practicable.
3. Mick and Janice agree that a project plan for the next 6 months will be developed by Mick and will be provided to Janice for review by 23 February 2021. They have agreed that Janice will provide her review and comment to Mick by 2 March 2021.
4. Janice and Mick agree that they will tell others including mutual friends and colleagues that they had a meeting to discuss concerns and are actively working towards resolution.
5. Mick and Janice agree that they will keep the mediation and their agreements confidential.
6. Janice and Mick agree that they will review these agreements for a period of 6 months. They agree that within the 6-month period, they will raise any concerns with the other in the first instance. If this is not successful, they will approach HR for further assistance.

Unresolved Issues

1. Mick and Janice discussed availability for one another, however, they were unable to reach an agreement. They have agreed to consider discussing this at a future catch up.

———— **End of Outcome Statement** ————

We acknowledge that this is a record of the outcome of our mediation and is not intended to form a legal contract.

Signatures: _____